



PROGRAMME INFORMATION

SCHOOL HOLIDAY PROGRAMME | 8:00AM-6:00PM
BIRKDALE HALL, 136 BIRKDALE ROAD, BIRKDALE, AUCKLAND
KIDS134@BIRKDALEBEACHHAVEN.ORG.NZ
022 483 9149 | 09 483 9149
THIS PROGRAMME IS MSD OSCAR APPROVED
WORK AND INCOME SUBSIDIES AVAILABLE

CHARGES

\$35 Per Child Per Day (additional charges for trips and onsite activities may apply and will be listed during booking)

All fees are to be paid in full/or Work & Income paperwork completed and signed by Supervisor you have applied for a subsidy from work and income at least 1 week before attending. Failure to do this may result in your child's place being suspended.

We accept payment by bank transfer or cash onsite.

Our bank account details are:

Birkdale Beachhaven Community Project Inc.
ASB Birkenhead
12-3035-0501992-01

Please note invoice number (if known) and child name in the reference spaces. If you have any problems or queries, please ring the 022 483 9149 or 09 483 9149.

BOOKING

All bookings are done **online at kids134.aimyplus.com** if you do not have access to the internet simply come into the programme and we can sort this out for you.

WORK AND INCOME

Our Holiday Programmes are MSD approved for the OSCAR subsidy provided by WINZ. All paperwork is to be submitted as early as possible to ensure no delay in payment at least 1 week before your child attends. Failure to do this may result in your child's place being suspended.

ENROLMENT

Bookings are finalized when confirmed by our team with our online booking tool. It is crucial that we have up-to-date information and are able to contact you during programme hours if we need to so please ensure your account online is up to date.

ABSENCES

Once your child's name is on the roll we expect him/her to be at the programme unless we have been notified by the parent/ caregiver. Please call or text the Holiday Programme Mobile Phone 022 483 9149 to inform us of any absences. ***We do not refund for any absences or cancellations within one week of the programme start date.***

COLLECTING YOUR CHILD

If a person whose name is not on your enrolment form, arrives to collect your child, we are obliged (for your child's safety) to keep your child in our care until we have contacted you as parent or caregiver for consent. To save embarrassment for all concerned, we would appreciate prior notification from you ahead of time that you authorise another person to collect your child. This can easily be done by logging onto your account and adding an authorised person.

LATE FEE

Please remember that the programme closes at 6pm. If a child is not picked up by this time a late fee will apply.

MEALS

We will provide afternoon tea for your child(ren) however, please ensure they have enough packed food of a decent manner for morning tea and lunch. We request that you don't send your child with lollies/food to share as we have children with allergies and it can also cause problems.

TIMETABLE

Children may be dropped off no earlier than 8:00am. *(Any child arriving earlier will incur an early arrival fee)*

Regular Days: We have morning tea break at around 10:00am, we then usually start our main activities of the day. Lunch is around 12:30pm followed by more main activities and then afternoon tea at about 3:00pm. All children must be collected by 6:00pm.

Trip days: On trip days we require your child to be at the programme no later than 8:30, this is to allow us to get the children ready for their trip. We also require children to come with covered shoes with socks and a water bottle on trip days. If there are any other particular needs for that day we will inform you prior.

TOYS/ELECTRONICS

We don't allow children to bring toys or electronics to the programme as we can't be responsible for theft or damage. However, if you must send your child with a mobile phone it is to be handed into staff at the beginning of the day in a named plastic bag.

HEALTH AND SAFETY

Our programme is planned to ensure all children in our care are safe and protected. Our programme has been planned to ensure a high standard of trained supervision for your children.

ILLNESS

Please do not bring sick children to the Holiday Programme as we do not have the facilities to care for them for an extended period of time furthermore their illness may affect other children and/or activities. If a child becomes ill during programme hours, parents will be called and asked to collect them.

BEHAVIOUR MANAGEMENT

We use behaviour management techniques that encourage positive response from the children in our care. It is our goal to ensure that children and families experience an environment where they are safe, secure, respected and their dignity is protected. If your child is having any problem in adjusting to the programme - please let us know - either by phone or when delivering your child to the programme on a subsequent day. We will manage all information confidentially but lead staff will be informed of any issue so they can address and monitor your child to ensure no further issues or problems arise.

Every effort will be made to help your child settle into the programme. However, if in the unlikely event - a child's behaviour presents as harmful or disturbing to other children or compromises the safety of themselves or others, we are obliged to remove them from the programme. This will not be done before there is opportunity for the Lead Supervisor to consult with family.

EMERGENCIES

Our staff are trained to deal with emergencies. Qualified First Aiders are on-site at all times. In the case of a serious accident involving your child, the staff will contact you and take your child to the nearest medical facility. In a civil emergency the staff will remain at the Centre until all children are collected.

COMPLAINTS

The programme has a complaints procedure. If you have any problems, please approach the Lead supervisor or if you prefer contact Birkdale House 09 483 9149.